

SEAMLESS SUMMER OPTION		[ ] NSLP [ ] SBP [ ] ASCP
<b>SFA REVIEW</b>		
SFA:	Date of Review:	
Address:		
Name/Title of Person(s) Interviewed:		
Reviewer(s):		

REVIEW AREAS	YES	NO	N/A	COMMENTS
<b>1100. Number of sites approved and operating under the Seamless Summer Option (SSO).</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Approved</u>   <b>Area Eligible</b>            Enrolled            Migrant            Camp         </div> <div style="text-align: center;"> <u>Operating</u>             _____            _____            _____            _____         </div> </div>				
<b>1101a. Is the SFA operating any sites that were not approved?</b> <b>b. If YES, explain in the Comments section.</b>				
<b>1102a. Have there been any changes in the dates of operation from those approved?</b> <b>b. If YES, explain in the Comments section.</b>				
<b>1103. During the time that the SFA is operating the SSO, are some sites serving meals/snacks under the:</b> <div style="margin-left: 20px;"> <b>a. NSLP?</b>  <b>b. SBP?</b>  <b>c. SFSP?</b>  <b>d. ASCP?</b> </div>				
<b>1104a. Does the SFA have an adequate system for documenting the number of meals served under the SSO separately from those served at non-SSO sites during the same claim period?</b> <b>b. If NO, explain in the Comments section.</b>				
<b>1105a. Has the SFA reviewed all SSO sites at least once during each site's operation?</b> <b>b. If NO, explain in the Comments section.</b>				
<b>1106a. Did the SFA advertise the availability of free meals at all of its area eligible sites to the community?</b>  <b>b. Did all advertising materials used contain the required non-discrimination statement?</b>  <b>c. If NO, explain in the Comments section.</b>				
<b>Reporting and Recordkeeping</b>				
<b>1107. Were reports submitted as required to the State agency?</b>				
<b>1108. Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits?</b>				

## INSTRUCTIONS FOR SSO SFA REVIEW – 1

Interview the individual(s) responsible for the administration of the Seamless Summer Option (SSO) and examine documents maintained by the SFA to answer the following questions.

**Note:** To streamline the review of the SSO, the State agency may review at least one meal service, NSLP, SBP or ASCP. Designate [✓] the program being reviewed. If more than one program is being reviewed, check [✓] all programs reviewed. Separate forms will need to be used for each program reviewed.

1100. Determine and record the types and number of sites approved and operating the SSO under the administration of this SFA.
- 1101a. Compare the names and locations of approved sites to those operating the program. Determine if any sites are operating that were not approved.
- b. If sites are operating that were not approved, answer YES and record the site name and location in the Comments section.
- 1102a. Determine if there have been changes in the dates of operation for any sites from the dates approved.
- b. If sites have operated or are planning to operate outside the approved dates, answer YES and explain in the Comments section.
- 1103a. Determine if the SFA is serving lunches under the NSLP during the same period as the operation of the SSO.
- b. Determine if the SFA is serving breakfast under the SBP during the same period as the operation of the SSO.
- c. Determine if the SFA is serving meals under the SFSP during the same period as the operation of the SSO.
- d. Determine if the SFA is serving snacks under the ASCP during the same period as the operation of the SSO.
- 1104a. Determine if the SFA has an adequate system for counting and claiming meals served under the SSO separately from those served at non-SSO sites during the same claim period. If the SFA is only operating SSO sites, check [ ✓ ] N/A.
- b. If the system is not adequate, answer NO and explain in the Comments section.
- 1105a. Determine if the SFA has conducted a review of each of its sites operating under the SSO at least once during the site's operation.
- b. If not all sites have been reviewed, answer NO and record the SFA's plans for conducting site visits in the Comments section.
- 1106a. Determine if the SFA advertised the availability of free meals at area eligible sites to the community.
- b. Review the advertising materials used and determine if the required non-discrimination statement was included.
- c. If the answer to a and/or b was NO, explain in the Comments section.

## REPORTING AND RECORDKEEPING

1107. Determine if the SFA prepares and submits reports as required.
1108. Determine if the SFA is retaining the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

## SEAMLESS SUMMER OPTION

## SITE REVIEW

[ ] NSLP [ ] SBP [ ] ASCP

SFA:	Date of Review:
Site:	
Address:	
Name/Title of Person(s) Interviewed:	
Reviewers:	

## PRE-REVIEW

## OBTAIN FROM SSO-2 THROUGH SSO-7

<b>1200. Basis for Eligibility:</b> <input type="checkbox"/> Area Eligible <input type="checkbox"/> Enrolled	<b>1206. Meal Service Observed and Meal Service Times:</b>  <input type="checkbox"/> Breakfast _____ to _____ AM <input type="checkbox"/> AM Snack _____ to _____ AM <input type="checkbox"/> Lunch _____ to _____ AM/PM <input type="checkbox"/> PM Snack _____ to _____ PM <input type="checkbox"/> Supper _____ to _____ PM																		
<b>1201. Type of Site: (check as many as apply)</b>  <input type="checkbox"/> Public <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Migrant <input type="checkbox"/> Camp <input type="checkbox"/> School <input type="checkbox"/> Other: _____	<b>1207. Number of Non-Reimbursable Meals on the Day of Review Due to:</b> <table border="1"> <tr> <th>a. Insufficient Menu</th> <th>b. Meal Observation</th> <th>c. Ineligible Participants</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>				a. Insufficient Menu	b. Meal Observation	c. Ineligible Participants												
a. Insufficient Menu	b. Meal Observation	c. Ineligible Participants																	
<b>1202. Site's Approved Meal Service (check as many as apply) and Meal Service Times:</b>  <input type="checkbox"/> Breakfast _____ to _____ AM <input type="checkbox"/> AM Snack _____ to _____ AM <input type="checkbox"/> Lunch _____ to _____ AM/PM <input type="checkbox"/> PM Snack _____ to _____ PM <input type="checkbox"/> Supper _____ to _____ PM	<b>1208. Site's Count for the Day of Review</b>	<b>— Reviewer's Count for the Day of Review</b>	<b>= Difference +/-</b>																
<b>1203. Days of the week when this site operates (circle all that apply):</b> S   M   T   W   T   F   S		—	=																
	<b>1209. Site's Reported Counts from the Previous 5 Operating Days:</b> <table border="1"> <tr> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> <th>Day 4</th> <th>Day 5</th> </tr> <tr> <td>Date:</td> <td>Date:</td> <td>Date:</td> <td>Date:</td> <td>Date:</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				Day 1	Day 2	Day 3	Day 4	Day 5	Date:	Date:	Date:	Date:	Date:					
	Day 1	Day 2	Day 3	Day 4	Day 5														
	Date:	Date:	Date:	Date:	Date:														
<b>1204. Offer Versus Serve:    <input type="checkbox"/> Yes   <input type="checkbox"/> No</b> <b>If Yes, Number of Components:</b> _____				<b>1210. Average Meal Count for the Previous 5 Operating Days:</b>															
<b>1205. Menu for the Day of Review:</b>	<b>1211. Comments:</b>																		

## INSTRUCTIONS FOR SSO SITE REVIEW – 1

Errors identified during a SSO review should not be included to determine Performance Standard 1 (PS1) or Performance Standard 2 (PS2) violations. In addition, fiscal action should be determined and calculated separately from claims developed under §210.18(m). Corrective action is required for all deficiencies. \*In SSO, a PS2 violation occurs when a meal is missing required components and/or food quantities. A weighted nutrient analysis is not required in SSO therefore dietary specifications (calories, saturated fat, sodium, and *trans* fat) are not a PS2 violation in SSO. FNS recommends an assessment of calories, saturated fat, *trans* fat and sodium to determine the school's current levels and provide technical assistance as necessary.

1200. Check [✓] the basis upon which the site was approved for participation.

1201. Indicate the type of site by checking [✓] as many categories as apply. If other, describe the type of site.

1202. Check [✓] all types of approved meal service at this site and indicate approved meal service times.

NOTE: A maximum of two meals, such as lunch and breakfast, or lunch and a snack, or breakfast and a snack, may be served per day per child at all sites, except migrant sites and camps.

At migrant sites and camps, a maximum of three meals may be served, such as breakfast, lunch and a snack. Only migrant sites and camps may be reimbursed for lunch and supper served to the same children on the same day.

For camps, both residential and non-residential, only the meals served to income eligible children (based on free/reduced price applications) can be claimed for reimbursement.

1203. Circle the days of the week when this site serves meals and/or snacks.

1204. Indicate whether the site has offer versus serve. If YES, indicate the number of meal components required for a reimbursable meal.

1205. Record the menu for the day of review.

1206. Check [ ✓ ] the meal that was observed on the day of review and the time the meal service began and ended.

1207. Record the number of non-reimbursable meals identified on the day of review.

- a. If the menu was missing one or more meal components, all of the meals must be recorded as non-reimbursable due to insufficient menu. (Refer to instructions for SSO Site Review – 3, 1500a).
- b. Observe the meal service to determine if meals served contained the required number of meal components. If a child did not take the number of meal components required for a reimbursable meal or meals were served to ineligible participants, those meals must be recorded as non-reimbursable due to observation. (Refer to instructions for SSO Site Review – 3, 1501a).
- c. Determine if meals were served to persons who were not eligible for meal benefits and if those meals were reported as reimbursable meals to be claimed for reimbursement. Record the number of meals that were served to ineligible participants. (Refer to SSO Site Review – 3, 1502a).

1208. Enter the site's count and reviewer's count for the day of review. (Refer to Instructions for SSO Site Review - 3, 1600a).

1209. Enter the date and the site's count for the meal service observed from the previous five operating days.

1210. Enter the average meal count from the previous five operating days by adding the recorded meal counts in 1209 and dividing that number by five. (Refer to Instructions for SSO Site Review - 3, 1601a). If less than five days are recorded in 1209, divide the total meals by the number of days obtained.

1211. Enter any comments and reference the block number(s) to which the comments refer.

**SEAMLESS SUMMER OPTION  
SITE REVIEW**

[ ] NSLP [ ] SBP [ ] ASCP

SFA:	Site:
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REVIEW AREAS	YES	NO	N/A	COMMENTS
<b>SITE AGREEMENT</b>				
1300. Is the site operating in accordance with provisions of the approved agreement for:				
a. Site Type?				
b. Meals Offered?				
c. Meal Service Times?				
<b>SITE ELIGIBILITY</b>				
1400. <u>ACADEMIC SUMMER SCHOOL SITES:</u>				
a. Does the site have an academic summer school?				
b. If yes, was the community made aware of the availability of meals under the Seamless Summer Option?				
1401. <u>AREA ELIGIBLE SITES:</u>				
Was proper documentation for area eligibility determined correctly and kept on file?				
1402. <u>ENROLLED SITES:</u>				
a. Were all free and reduced price eligibility determinations made correctly?				
b. Do approved applications indicate 50% or more of enrollment is eligible for free or reduced price meals?				
c. If NO to a. or b., explain.				
d. Record errors on the Certification Error Worksheet, Seamless Summer Option, SSO Site Review - 7.				
1403. <u>MIGRANT SITES:</u>				
Was proper documentation of migrant certification kept on file?				
1404. <u>CAMPS:</u>				
a. Were all free and reduced price eligibility determinations made correctly?				
b. Record errors on the Certification Error Worksheet, Seamless Summer Option, SSO Site Review - 7.				

## INSTRUCTIONS FOR SSO SITE REVIEW - 2

### SITE AGREEMENT

1300. Observe site and confirm the site type, meals offered and meal service times that are approved. Record any discrepancies in the Comments section.

### SITE ELIGIBILITY

- 1400a. Indicate whether the site operates an academic summer school.
- b. If the site does have an academic summer school, review and indicate if the community which the site serves was made aware of the availability of free meals.
1401. If the site is operating based on area eligibility, obtain all of the eligibility documentation (e.g., school data or census data, as approved by the State agency). Review and evaluate eligibility determination for completeness and accuracy. Answer YES if area eligibility was determined correctly and kept on file. If determination of area eligibility was incorrect and/or not kept on file, answer NO and explain in the Comments section. If the site is not based on area eligibility, check [ ✓ ] N/A.
- 1402a. If the site is an enrolled site, obtain all of the eligibility documentation (applications and direct certification). Review and evaluate eligibility determination for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES if all eligibility determinations were made correctly. If any errors are noted, answer NO. Record all discrepancies on the Certification Error Worksheet, SSO Site Review - 7. If the site is not an enrolled site, check [ ✓ ] N/A.
- b. Review and evaluate if the applications indicate that 50% or more of the enrolled population, based on the reviewer's count of correctly approved applications/direct certification, is eligible for free or reduced priced meals. If 50% or more of the enrolled population is eligible for free or reduced priced meals, answer YES. If the enrolled population does not equal 50% or more eligible for free or reduced, answer NO.
- c. If approval errors were identified in a, or the free and reduced enrollment did not equal 50% or more in b, explain in the Comments section.
- d. Record errors on the Certification Error Worksheet, Seamless Summer Option, SSO Site Review - 7. If the SSO review is conducted in conjunction with the CRE, do NOT include applications that are used exclusively for the Seamless Summer Option on the School Certification and Benefits Issuance Error Worksheet, S-5.
1403. If the site is a migrant site, obtain all of the eligibility documentation (i.e., migrant certification). Review and evaluate eligibility determination for completeness and accuracy. Answer YES if the site's eligibility was determined correctly and kept on file. If site's eligibility was determined incorrectly and/or not kept on file, answer NO and explain in the Comments section. If the site is not a migrant site, check [ ✓ ] N/A.
- 1404a. If site is a camp, obtain all of the eligibility documentation (applications and direct certification). Review and evaluate eligibility determination for completeness and accuracy. Indicate if the application approval process is implemented correctly. Answer YES if all applications are approved correctly. If any errors are noted, answer NO and explain in the Comments section.
- b. Record all discrepancies on the Certification Error Worksheet, SSO Site Review - 7. Do NOT include applications that are used exclusively for the Seamless Summer Option on the School Certification and Benefits Issuance Error Worksheet, S-5. If the site is not a camp, check [ ✓ ] N/A.

**SEAMLESS SUMMER OPTION  
SITE REVIEW**

[ ] NSLP [ ] SBP [ ] ASCP

<b>SFA:</b>	<b>Site:</b>
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REVIEW AREAS	YES	NO	N/A		COMMENTS
<b>DAY OF REVIEW MEAL OBSERVATION</b>					
<p><b>1500a.</b> Were all required components available to all children (210.10 and 220.8)?</p> <p style="padding-left: 20px;"><b>b.</b> If NO, explain and record the number of non-reimbursable meals on SSO Site Review - 1, block 1207a.</p>					
<p><b>1501a.</b> Did all observed meals claimed for reimbursement contain the required number of components?</p> <p style="padding-left: 20px;"><b>b.</b> If NO, explain and record the number of incomplete meals observed on SSO Site Review - 1, block 1207b.</p>					
<p><b>1502a.</b> Were all meals served and claimed for reimbursement served only to eligible participants?</p> <p style="padding-left: 20px;"><b>b.</b> If NO, explain and record the number of ineligible meals on SSO Site Review – 1, block 1207c.</p>					
<p><b>1503a.</b> Do portion sizes appear to meet the minimum quantity requirements as defined by the menu planner?</p> <p style="padding-left: 20px;"><b>a.</b> If NO, do meal documentation records for the review period indicate that required quantities of food were available?</p>					
<p><b>1504a.</b> Was fluid milk available in at least two options throughout the serving period on all serving lines?</p> <p style="padding-left: 20px;"><b>b.</b> Are only low-fat or fat free milk options offered?</p> <p style="padding-left: 20px;"><b>c.</b> If flavored milk is offered, is it fat-free?</p> <p style="padding-left: 20px;"><b>d.</b> If fluid milk substitutes are offered for non-disabled students with medical or special dietary needs, are the choices meet the requirements in 210.10(d)(3)?</p>					
<b>1505.</b> Is Offer vs Serve properly implemented?					
<b>1506.</b> Is accurate information about choosing a reimbursable meal, including the required food items/meal components for a reimbursable meal under OVS, available at, or near, the beginning of each serving line?					
<b>1507.</b> If a variety of foods is offered within a reimbursable meal, are all choices available to students eligible for free or reduced price lunches?					

## INSTRUCTIONS FOR SSO SITE Review – 3

### DAY OF REVIEW MEAL OBSERVATION

- 1500a. Prior to the meal service, evaluate if all required meal components are creditable and available. The site should be advised and given the opportunity to add any missing meal pattern component before the meal is served. If the missing meal component is added, check [ ☒ ] YES but record the deficiency and technical assistance which was provided in the Comments section. The reviewer must observe that meal components are creditable and available throughout the meal service for each serving line, if applicable. If all meal components are available, answer YES. A NO answer is required if a meal component is not creditable or is not available.
- b. If the site did not have all the required meal components available on each serving line, describe the problem in the Comments section and record the number of non-reimbursable meals/snacks on SSO Site Review - 1, block 1207a.
- 1501a. Observe and indicate if all meals counted for reimbursement contain the required number of meal components based on the written menu and/or other supporting documentation such as production records, standardized recipes, food labels, etc. If the reviewer observes one or more incomplete meals or meals served to ineligible participants counted as reimbursable, a NO answer is required.
- b. If a child did not take the number of meal components required for a reimbursable meal or meals were served to ineligible participants, those meals must be recorded as non-reimbursable due to observation. (Refer to instructions for SSO Site Review – 1, 1207b).
- Record the number of incomplete and ineligible meals/snacks counted as reimbursable on SSO Site Review - 1, block 1207b. Incomplete meals recorded in 1207a must not be included in 1207b.
- 1502a. Observe the meal service and determine if all meals were served to and claimed for only eligible participants. Examples of ineligible participants include individuals over the age of 18 (except at migrant sites) and children who received and were claimed for a second meal.
- b. If meals were served to ineligible participants and claimed for reimbursement, explain and record the number of ineligible meals on SSO Site Review – 1, block 1207c.
1503. Determine the planned portion sizes for the day of review menu. Observe all points of service to determine whether portion sizes served meet the minimum planned quantities as determined by the menu planner for all meal components and age/grade groups as identified (meat/meat alternate, grains including whole grains, fruit, vegetables including vegetable sub-groups, and milk type). Refer to SP 32-2013: *2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, dated March 29, 2013 for information regarding the weekly minimum quantities for meal components of the single age/grade group most commonly served, and for SFAs operating less than 5 days/week.
1504. Determine if at least two options of fluid milk, flavored or unflavored, are available throughout the meal service on all serving lines. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.)
1505. If the site uses the offer versus serve option, determine if it has been properly implemented.
1506. Determine if accurate information about choosing a reimbursable meal, including the required food items/meal components for a reimbursable meal under OVS, is available at, or near, the beginning of each serving line?
1507. Determine if a variety of foods is offered within a reimbursable meal, that all choices are available to all students eligible for free or reduced price lunches?



**SEAMLESS SUMMER OPTION  
SITE REVIEW**

[ ] NSLP [ ] SBP [ ] ASCP

SFA:		Site:		
REVIEW AREAS	YES	NO	N/A	COMMENT
<b>DAY OF REVIEW COUNTING AND CLAIMING</b>				
<b>1600a. Does the meal counting system produce an accurate count of reimbursable meals?</b> <b>b. If NO, explain.</b>				
<b>1601a. Is the meal count for the day of review comparable to the average meal count from the most recent previous 5 days?</b> <b>If NO, obtain the site's explanation and record in the Comments section.</b>  <b>b. Is the explanation consistent with conditions at the site?</b>				
<b>1602a. <u>ACADEMIC SUMMER SCHOOL SITES:</u></b> <b>If the site has an academic summer school, do the children in academic summer school participate in regular NSLP/SBP/ASCP?</b>  <b>b. If YES, are seamless summer meals counted and maintained separately?</b>				
<b>1603a. <u>CAMPS</u></b> <b>If the site is a camp, are meals claimed only for children who have been approved for free/reduced price meals?</b>  <b>b. If NO, explain.</b>				
<b>1604a. Is fiscal action needed for problems identified in 1600 – 1603?</b>  <b>b. If NO, describe reasons.</b>				
<b><u>MEDIA RELEASE</u></b>				
<b>1700a. Did the site provide a media release and/or promotional material to serviced areas?</b>  <b>b. If NO, explain.</b>				
<b><u>FREE AND REDUCED PRICE PROCESS CAMP SITES ONLY</u></b>				
<b>1800. Does the system as implemented prevent overt identification of children receiving free meal benefits at this camp during meal service or at any other time?</b>				
<b>1801. Were any applications denied incorrectly?</b>  <b>Record errors on the Certification Error Worksheet, SSO Site Review - 7.</b>				

## **INSTRUCTIONS FOR SSO SITE Review – 4**

### **DAY OF REVIEW COUNTING AND CLAIMING**

- 1600a. Observe how the meal counts are obtained from each point of service, if applicable, and combined for the site's total meal count. Record on SSO Site Review - 1, block 1209. Validate the meal count and record as the Reviewer's Count for Day of Review on SSO Site Review - 1, block 1209. Calculate the difference and determine if the procedures used by the site were accurate. If there were differences between the site's count and the reviewer's count, the question must be answered NO.
- b. If NO, describe the problem in the Comments section.
- 1601a. Obtain the average meal count for the meal service that was observed from the previous five operating days and compare it to the day of review count. Evaluate the counts and indicate if an unreasonable shift occurred in the total count from the most recent five serving days to the day of review. (Refer to the instructions for SSO Site Review – 1, block 1211).
- b. Determine and indicate if the explanation is consistent with conditions at the site.
- 1602a. If the site operates an academic summer school, determine if the children participate in the regular National School Lunch Program (NSLP), School Breakfast Program (SBP), or After School Care Program (ASCP). If the site does not operate an academic summer school, check [ ☒ ] N/A.
- b. If the site does operate an academic summer school, determine and indicate whether the site's procedures for counting seamless summer meals are maintained separately from the regular NSLP, SBP and ,ASCP meals. If the review of the meal counting system shows that meals are not counted and maintained separately, answer NO and describe the problem in the Comments section.
- 1603a. If the site is a camp, determine and indicate whether the site only claims meals for enrolled children that are eligible for free or reduced priced meals based on an approved application or direct certification documentation kept on file. If the site claims meals for children that do not qualify for free or reduced priced meals or do not have meal applications or direct certification documentation to support their claims, answer NO.
- b. Describe the problem and the fiscal and corrective action recommended.
- 1604a. Indicate if fiscal action is needed based on the problems identified in 1600 – 1603. If there are no problems, answer N/A.
- b. If there are problems in 1600 – 1603 and fiscal action is not necessary, explain why in the Comments section.

### **MEDIA RELEASE**

- 1700a. Review and describe the media release and/or promotional material provided by the LEA/site for the serviced areas.
- b. If the LEA/site did not supply a media release, explain in the Comments section.

### **FREE AND REDUCED PRICE PROCESS – CAMP SITES ONLY**

1800. Observe and evaluate the meal count/collection system to ensure that there is no overt identification of free meal recipients. Check [ ☒ ] N/A if this site is not a Camp.
1801. Review denied applications to determine if properly denied. Check [ ☒ ] N/A if no applications were denied. Record errors on the Certification Error Worksheet, SSO Site Review - 7.

## SEAMLESS SUMMER OPTION

## SITE REVIEW

[ ] NSLP [ ] SBP [ ] ASCP

SFA:	Site:
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REVIEW AREAS	YES	NO	N/A	COMMENTS
<b><u>MENU PLANNING</u></b>				
1900. Do production records and/or other supporting meal documentation for the five operating days prior to the meal observation indicate that required meal pattern components were offered (including vegetable sub-groups, milk types, and 100% whole grains-rich foods)?				
1901. Are minimum weekly requirements met for each age/grade group for each component below:				
a. Meat/Meat Alternate?				
b. Are 100% of grains whole grain-rich products offered?				
c. Fruit?				
- Are half or less of the fruits offered throughout the week in the form of juice?				
d. Total vegetables/vegetable sub-groups				
- Dark green?				
- Red/orange?				
- Beans/peas?				
- Starchy?				
- Other?				
e. Are half or less of the vegetables offered throughout the week in the form of juice?				
1902. Do manufacturer's food labels, packaging, or bid specifications indicate zero grams of <i>trans</i> fat per serving?				
1903. If completed for SSO, does the weighted nutrient analysis, averaged over one school week, indicate the content of meals are in compliance for:				
- Calories?				
- Saturated Fat?				
- Sodium?				
<b><u>MONITORING RESPONSIBILITIES</u></b>				
2000a. Was an on-site review conducted by the SFA at least once during the site's operation?				
b. Was corrective action of the meal counting, claiming, menu planning or food safety procedures required?				
c. If deficiencies were identified during the site review, were actions implemented promptly to correct the deficiencies?				

## INSTRUCTIONS FOR SSO SITE REVIEW - 5

### DAY OF REVIEW COUNTING AND CLAIMING (continued)

#### MENU PLANNING

1900. Review the school's documentation and procedures, such as production records and nutrient analysis records for the five days prior to the review, to determine if meals/snacks contain the meal pattern components required for each age/grade level. Refer to SP 32-2013: *2013 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option*, dated March 29, 2013 for information regarding the weekly minimum quantities for meal components of the single age/grade group most commonly served and for SFAs operating less than 5 days/week.
- 1901a-e. Review menus and determine if the minimum weekly requirements for each meal pattern component identified have been met for each week of the review period.
1902. Review manufacturer's food labels, packaging, or bid specifications to determine compliance with zero grams of *trans* fat per serving.
1903. Although not required, if the State reviewer decides to conduct a weighted nutrient analysis for SSO, determine if the weighted nutrient analysis (averaged over one school week) indicates the content of meals are in compliance with the daily calorie, saturated fat, and sodium requirements.

#### MONITORING RESPONSIBILITIES

- 2000a. Examine the documentation for the site to determine if the SFA monitored the site's compliance with meal counting, claiming, menu planning, and food safety requirements at least once during the site's operation. If the SFA has not monitored the site during the current summer, explain why the site has not been reviewed in the Comments section.
- b. Determine if there were errors in the meal counting, claiming, menu planning or food safety procedures for the reviewed site that required corrective action. Check [ ☒ ] N/A if 2000a is answered NO.
- d. Examine documentation to determine if actions were implemented promptly to correct the deficiencies. Check [ ☒ ] N/A if 2000a is answered NO.

## SEAMLESS SUMMER OPTION

## SITE REVIEW

[ ] NSLP [ ] SBP [ ] ASCP

SFA:	Site:
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REVIEW AREAS	YES	NO	N/A	COMMENTS
<b><u>CIVIL RIGHTS</u></b>				
2100. Is a USDA/FNS approved poster displayed in a prominent place and visible to recipients?				
2101. Is the correct nondiscrimination statement included on appropriate program materials?				
2102. Are bilingual services (translators and materials) available for the Limited English Proficiency (LEP) population?				
2103a. Are procedures established to receive complaints alleging discrimination?				
b. Have there been any written or verbal complaints alleging discrimination?				
c. If YES, have these complaints been reported to the State agency?				
2104. Are Program benefits made available and provided to all children without discrimination on the basis of their race, color, national origin, sex, age, or disability?				
2105. Are incorrectly denied free and reduced price applications disproportionately composed of minority applications?				
2106. Are children with special dietary needs provided program benefits as prescribed by regulations?				
2107. Is annual training provided to staff dealing directly with program applicants and participants?				
2108a. Is racial/ethnic data collected for program applicants and participants on a yearly basis?				
b. If NO, explain in the Comments section.				
<b><u>Food Safety and Sanitation</u></b>				
2200 a. Is a food safety program in place?				
b. Does the program follow USDA guidance?				
c. Do observations on the day of review indicate provisions of the program are being implemented?				
d. If NO to a. b. and/or c., explain.				
2201 a. If the site is a school, did it receive two food safety inspections during the current school year?				
b. If NO, were two food safety inspections conducted in the previous school year?				
2202. Is the most recent food safety inspection report posted in a publicly visible location?				

## INSTRUCTIONS FOR SSO SITE REVIEW - 6

### CIVIL RIGHTS

2100 - 2108.

Determine, based on the answers to the questions in the section, if the program benefits are made available and provided to all children without discrimination on the basis of their race, color, national origin, sex, age, or, disability, and that the SFA seeks to reach all portions of the population.

**Refer to 4.3 General Areas G-2 Civil Rights of the CRE Procedures Manual for the Non-Discrimination Statement**

### FOOD SAFETY AND SANITATION

2200 a. Review documentation to determine if a food safety program is in place at the site.

b. Determine if the food safety program follows the USDA guidance.

c. Determine if observations on the day of review indicate the food safety program is being implemented as planned at the site.

d. If NO to a. b. and/or c., explain in the Comments section

2201a. Examine documentation from food safety inspections. Answer NO if less than two food safety inspections are available for the current school year. Answer YES if the site has received two food safety inspections in the current school year. Record the dates of the inspections in the Comments section.

b. If the school site did not have two food safety inspections in the current school year, determine if the site had two food safety inspections in the previous school year. Answer YES, if the site has received two food safety inspections in the previous school year. Record the dates of the inspections in the Comments section. Answer NO if less than two food safety inspections were conducted in the previous school year. Document actions taken by the SFA to request food safety inspections from the state or local food safety inspection authority.

2202. Determine if the most recent food safety inspection report is posted in a publicly visible location.

☐ Enrolled Site Based on Applications  
☐ Camp

[illegible]**ENROLLED SITES ONLY****CAMPS ONLY**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

## INSTRUCTIONS FOR SSO SITE REVIEW - 7

### CERTIFICATION ERROR WORKSHEET

The Certification Error Worksheet is used to review applications/eligibility determinations in Enrolled Sites Based on Applications and Camps. If another type of site is being reviewed, check [ ✓ ] N/A in the upper right corner of the Worksheet and skip this worksheet.

For Enrolled Sites Based on Applications and Camps, review all applications to determine if eligibility for free meals has been determined correctly by the LEA.

For any application errors identified, enter the following information:

Student's name,  
Eligibility determination made by the LEA, and  
Application approval date.

If the student is receiving meal benefits based on direct certification, check [ ✓ ] the DIR CT column.

Application errors may result from the application missing information or being miscategorized.

For applications MISSING INFORMATION, check [ ✓ ] the appropriate column to indicate the type of information that is missing. Check [ ✓ ] all that apply.

CH HH NM: Child or Household Name  
CS #: Food Stamp, TANF or FDPIR Case Number  
INC AMT FRQ SRC: Income Amount, Frequency or Source  
SS #: Social Security Number  
AD SIG: Adult Signature

The reviewer should check [ ✓ ] the appropriate column to indicate the type of MISCATEGORIZATION error.

#### **F/R**

**D:** The LEA approved the application as free/reduced, but the reviewer determines it should be denied.

#### **D**

**F/R:** The LEA denied the application, but the reviewer determines it should be free/reduced.

### ENROLLED SITES ONLY

Count the number of children that the LEA correctly approved for free and reduced price meals and enter the count.

Enter the number of children enrolled at this site.

Divide the number of children correctly approved by the number of children enrolled. Carry to four decimal places; round to three decimal places and multiply by 100 to determine the percent eligible for free meals, e.g., .6376 = .638 = 63.8%.

If the site has less than 50% of enrolled children eligible for free or reduced price meals, the site is not eligible to participate as an enrolled site.

### CAMPS ONLY

Enter the number of children approved for free and reduced price meals that should be paid.

Enter the number of children denied meal benefits that should be free.

Using enrollment and attendance information, determine the number of meals of each type (breakfast, lunch, snack and/or supper) that were claimed incorrectly.



**SEAMLESS SUMMER OPTION  
SITE REVIEW  
WORKSHEET FOR MENUS WITH PS2 ERRORS    [ ] NSLP [ ] SBP [ ] ASCP**

<b>SFA:</b>			<b>Site:</b>		
<b>DAY OF REVIEW</b>					<b>NA [ ]</b>
				<b>Number of Meals with PS2 ERRORS by Category</b>	
<b>1. Meal Service</b>	<b>2. Menu</b>	<b>3. Meals with PS2 Errors</b>	<b>4. Free</b>	<b><u>CAMPS ONLY</u> 5. Paid</b>	<b>6. Total</b>

<b>PRIOR TO THE DAY OF REVIEW</b>						<b>NA [ ]</b>
				<b>Number of Meals with PS2 ERRORS by Category</b>		
<b>7. Date</b>	<b>8. Meal Service</b>	<b>9. Menu</b>	<b>10. Meals with PS2 Errors</b>	<b>11. Free</b>	<b><u>CAMPS ONLY</u> 12. Paid</b>	<b>13. Total</b>
<b>TOTAL MEALS IN ERROR, BY TYPE:</b>				<b>BREAKFAST</b>		
				<b>LUNCH AND/OR SUPPER</b>		
				<b>AM AND/OR PM SNACK</b>		

## INSTRUCTIONS FOR SSO SITE REVIEW - 8

### WORKSHEET FOR MENUS WITH PS2 ERRORS

This worksheet should be used to record information for the day of review and/or review period if a menu is identified which contain PS2 errors. \*In SSO, a PS2 violation occurs when a meal is missing required components, and/or food quantities. A weighted nutrient analysis is not required in SSO therefore dietary specifications (calories, saturated fat, sodium, and *trans* fat) are not a PS2 violation in SSO. FNS recommends an assessment of calories, saturated fat, *trans* fat and sodium to determine the school's current levels and provide technical assistance as necessary.

**DAY OF REVIEW:** If the menu(s) for the day of review contained all required meal components for the entire meal service and no problems were noted, check [ ☒ ] NA.

If a deficient menu was identified at the beginning of the meal service or all components were not available throughout the entire meal service, complete the following:

1. Record the meal service (breakfast, lunch, supper or am/pm snack) where the menu contained PS 2 Error(s).
2. Record the menu which contained PS2 error (s).
3. Record the missing meal component(s) or other PS 2 errors.
4. Determine the number of meals counted as reimbursable which contained PS2 errors. Record the total number of free meals that were affected.
5. For CAMPS ONLY, Record the number of paid meals that were affected. Reimbursement for Paid meals is only available for camps.
6. Record the total number of meals that contained PS2 errors.

Record the total meals by type (breakfast, lunch, supper or am/pm snack) affected by the deficient menu on the day of review on SSO Site Review - 1, 1207.

**PRIOR TO THE DAY OF REVIEW:** If menus for the period prior to the day of review indicate that all required meal components were available, check [ ☒ ] NA.

If one or more menus were identified which did not contain all of the required meal components or contained other PS 2 errors, complete the following:

7. Enter the date of the menu that contained PS 2 errors.
8. Record the meal service (breakfast, lunch, supper or am/pm snack) where the menu was identified with PS 2 errors.
9. Record the deficient menu.
10. Record the missing meal component(s) or other PS 2 errors.
11. Determine the number of free meals claimed as reimbursable which contained PS2 errors.
12. For CAMPS ONLY, Record the number of paid meals claimed as reimbursable which contained PS2 errors. Reimbursement for Paid meals is only available for camps.
13. Record the total number of meals that contained PS2 errors.

Record the total meals in error by type and category; e.g., Breakfast: free, paid and total.

☐ NSLP ☐ SBP ☐ ASCP  
NA ☐

<b>SFA:</b>	<b>Site:</b>
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[illegible]

## INSTRUCTIONS FOR SSO Site Review - 9

### OTHER MEAL CLAIM ERRORS - FISCAL ACTION REQUIRED

All errors identified during the review must be corrected. Record all identified errors that occurred on the day of review or prior to the day of review that were not previously recorded. These errors are subject to fiscal action.

1. Check [ ✓ ] NA if errors that occurred on the day of review or prior to the day of review were previously recorded.
2. SFA Site - If the form is being used to record only SFA errors, enter NA for the site. If used to record site errors, enter site name.

#### COLUMN

- A. Identify where the error occurred. Enter SFA or S (site). For menus containing PS2 errors for sites that were not reviewed, record each site's meal counts separately or record the total for the SFA.
- B. Record the claim period affected by the error.
- C. Indicate the type of error, including date of error. Examples of the types of errors that must be recorded are listed in CRE Guidance, Critical Areas.
- D. Enter the type of meal service where the error occurred, i.e., breakfast, lunch, snack or supper. This information is needed to determine the reimbursement amount to use to establish an overclaim for errors identified. Do not combine errors from more than one type of meal service.
- E. Record the number of free meals claimed for reimbursement that are ineligible.
- F. For CAMPS ONLY, record the number of paid meals that were affected. Reimbursement for Paid meals is only available for camps.
- G. Record the total number of meals that were claimed incorrectly as a result of the error recorded in column C.